

**REQUEST FOR PROPOSALS FOR
PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES**

**ISSUING OFFICE
Pennsylvania Turnpike Commission
Human Resources Department**

RFP NUMBER

17-10380-7732

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April 7, 2017

**REQUEST FOR PROPOSALS FOR
PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES**

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PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for pre-employment background screening services.

I-2. Issuing Office. This RFP is issued for the Commission by the Human Resources Department.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. The Commission is requesting proposals for a vendor to provide comprehensive pre-employment background screening services for newly hired and existing employees, as detailed in the work statement in Part IV.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fee for services Agreement. The Commission may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, responsive and capable of performing the work.

I-6. Contractor Integrity Provisions. Contractor Integrity Provisions will apply to this contract upon award and the awarded vendor may be required to complete a Background Qualifications Questionnaire prior to entering into an Agreement with the Commission and attend annual ethics training provided by the Commission. Proposers can find these two documents on the Commissions website at www.paturndpike.com (Doing Business, General Information, Integrity Provisions).

Include full disclosure of any potential conflict with the State Adverse Interest of State Advisor or Consultant Statute by the prime or any subconsultant. If there is no adverse interest you shall include the following statement: "I have reviewed the State Adverse Interest Statute and determined that there is no adverse interest for anyone on this Agreement team." This information should be included in your transmittal letter/cover page or executive summary.

I-7. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-8. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period use of any subcontractors by the selected Proposer, which were not previously identified in the proposal, must be approved in advance in writing by the Commission.

I-9. Incurring Costs. The Commission is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I.10. Questions and Answers. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions should be submitted by email to RFP-Q@paturndpike.com with **RFP 17-10380-7732** in the Subject Line to be received no later than 2:00 PM local time on **Wednesday, April 26, 2017**. Proposers shall use the form provided in **Appendix A** to submit the questions. All questions and written answers will be posted to the website as an addendum to and become part of this RFP.

I-11. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to ensure the submitted proposal complies with any changes in the published advertisement.

I-12. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Stephanie Newbury, on or before **2:00 PM** local time on **Wednesday, May 17, 2017**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106.

Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to the Contracts Administration Department by the above listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-13. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in six (6) hard copies of the Technical Submittal, six (6) hard copies of the Diverse Business (DB) participation submittal, and six (6) hard copies of the Cost Submittal. In addition to the hard copies of the proposal, two **complete and exact copies** of the Technical, Cost and DB submittals, along with all requested documents on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the hard copy. Proposer should ensure that there is no costing information in the technical submittal. The CD or Flash drive should clearly identify the Proposer and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Proposer shall present the proposal to the Contracts Administration Department only. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference.

An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (**Appendix B** to this RFP) and the Proposal Cover Sheet is attached to the proposal, the requirement will be met. For this RFP, the proposal must remain valid for at least **180** days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or fax notice (fax number (717) 986-8714) received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt.

Overnight Delivery Address:

Contracts Administration Department
Attn: Stephanie Newbury
PA Turnpike Commission
700 South Eisenhower Blvd.
Middletown, PA 17057

US Mail Delivery Address:

Contracts Administration Department
Attn: Stephanie Newbury
PA Turnpike Commission
P.O. Box 67676
Harrisburg, PA 17106

However, if the Proposer chooses to attempt to provide such written notice by fax transmission, the Commission shall not be responsible or liable for errors in fax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided his/her identity is made known and he/she signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this solicitation.

I-14. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-15. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office through the Contract Administration Department to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office through the Contract Administration Department will initiate requests for clarification.

I-16. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award.

I-17. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-18. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission's option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

In accordance with the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.707 (Production of Certain Records), Proposers shall identify any and all portions of their Proposal that contains confidential proprietary information or is protected by a trade secret. Proposals shall include a written statement signed by a representative of the company/firm identifying the specific portion(s) of the Proposal that contains the trade secret or confidential proprietary information.

Proposers should note that “trade secrets” and “confidential proprietary information” are exempt from access under Section 708(b)(11) of the RTKL. Section 102 defines both “trade secrets” and “confidential proprietary information” as follows:

Confidential proprietary information: Commercial or financial information received by an agency: (1) which is privileged or confidential; **and** (2) the disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

Trade secret: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device, method, technique or process that: (1) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; **and** (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software by an agency under a licensing agreement prohibiting disclosure.

65 P.S. §67.102 (emphasis added).

The Office of Open Records has determined that a third party must establish a trade secret based upon factors established by the appellate courts, which include the following:

- the extent to which the information is known outside of his business;
- the extent to which the information is known by employees and others in the business;
- the extent of measures taken to guard the secrecy of the information;
- the value of the information to his business and to competitors;
- the amount of effort or money expended in developing the information; and
- the ease of difficulty with which the information could be properly acquired or duplicated by others.

See Crum v. Bridgestone/Firestone North Amer. Tire., 907 A.2d 578, 585 (Pa. Super. 2006).

The Office of Open Records also notes that with regard to “confidential proprietary information the standard is equally high and may only be established when the party asserting protection shows that the information at issue is either ‘commercial’ or ‘financial’ and is privileged or confidential, and the disclosure *would* cause substantial competitive harm.” (emphasis in original).

For more information regarding the RTKL, visit the Office of Open Records’ website at www.openrecords.state.pa.us.

I-19. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers.

I-20. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-21. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-22. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal.

I-23. Term of Contract. The term of the contract will commence on February 1, 2018, and will end January 31, 2019, with an option of three (3) one-year renewals.

I-24. Proposer's Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the response section of this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.

- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

I-25. Indemnification. The Proposer shall be responsible for, and shall indemnify, defend, and hold harmless the Commission and its Commissioners, officers, employees, and agents from any claim, liability, damages, losses, causes of action, and expenses, including reasonable attorneys' fees, arising from damage to life or bodily injury or real or tangible personal property caused by the negligence or other tortious acts, errors, and omissions of Proposer, its employees, or its subcontractors while engaged in performing the work of the Agreement or while present on the Commission's premises, and for breach of the Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Proposer is responsible for any use of such information not permitted by the Agreement. The indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or its subcontractors under Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

I-26. Insurance. Proposer will comply with the Insurance requirements as described in Appendix C - Insurance Specification.

I-27. Diverse Business (DB) Requirements. Proposer will comply with the DB Requirements as described in Appendix D – Diverse Business (DB) Requirements.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. All cost data relating to this proposal and all Diverse Business cost data should be kept separate from and not included in the Technical Submittal. Each proposal shall consist of three separately sealed submittals:

1. Technical Submittal, which shall be a response to RFP **Part II, Section II-1**;
2. Diverse Business Participation Submittal, in response to RFP **Part II, Section II-2**; and
3. Cost Submittal, in response to RFP **Part II, Section II-3**.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1 Technical Submittal.

A. Proposal Cover Sheet (See Appendix B)

Show the name of your firm, Federal I.D. number, address, name of contact person, contact person's email and telephone number date and the subject: **Pre-Employment Background Screening Services RFP 17-10380-7732**. Appendix B must be signed by an individual who is authorized to negotiate terms, render binding decisions and commit your firm's resources. In addition it is required that all information requested in Appendix B be provided including information pertaining to location of office performing the work, contact information, listing of all Pennsylvania offices and total number of Pennsylvania employees, and location of company headquarters.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Executive Summary

Summarize your understanding of the work to be done and make a positive commitment to perform the work necessary. This section should summarize the key points of your submittal. (Limit to two pages.) Include in this section or in a transmittal letter/cover page a statement regarding full disclosure of any potential conflict with the State Adverse Interest of State Advisor or Consultant Statute as instructed in Proposal Section 1.6 Contractor Integrity Provisions.

D. Firm Overview

Provide a brief history and description of your firm's business organization and its pre-employment background screening services expertise and experience as it relates to the requirements discussed in Part IV of this RFP. Include the location of offices and the number and types of personnel, consultants or other relevant professional staff in each office. Discuss your firm's presence in and commitment to the Commonwealth of Pennsylvania. Include a discussion of the specific expertise and services that distinguish your firm.

E. Personnel

Provide the names, proposed roles, background and experience, current professional licenses, office location and availability of the consulting personnel that would perform pre-employment background screening services as described in Part IV of this RFP. Specifically identify the primary person(s) who will be responsible for managing the relationship with the Commission during this endeavor. Proposer must submit a current resume for all proposed staff listing relevant experience and applicable professional affiliations.

F. Relevant Experience and Expertise

Provide a narrative statement regarding your pre-employment background screening services expertise and experience as it relates to Part IV of this RFP. Additionally include a statement regarding your understanding of the requirements as outlined in this RFP and your ability to provide pre-employment background screening services in accordance with the same.

Describe your firm's experience in providing similar pre-employment background screening services to other clients, especially other governmental entities and/or similar public/private sector transportation organizations. Describe the business practices that enable you to complete these tasks in an efficient, timely and, at times, expeditious manner.

Provide a list of three references of clients for which your firm has performed similar work, as described in this RFP, within the past three years.

Include a statement regarding any other specialized pre-employment background screening services your firm may offer.

G. Approach

Provide a description of the proposed approach/methodology that you will follow, along with a project plan and realistic timeline that identifies the phases and tasks required to complete the services defined in Part IV. Include in this section the deliverables and reports that will be provided, the project controls that will be used, and the tasks that will be performed.

Provide a description of all of the deliverables that you will provide as an output of the project plan.

Provide relevant samples of deliverables and project plans from similar services that your firm was primarily responsible for producing.

Provide response to Part V- Questionnaire.

II-2 Diverse Business (DB) Requirements (Appendix D).

The Commission's Diverse Business (DB) Requirements for this procurement and a resulting contract are identified in Appendix D. There is no minimum participation level (MPL) for DBs established for this contract. However, the utilization of DBs are encouraged and will be considered as a criteria in the evaluation of proposals and may be considered as a factor in the Commission's selection of a firm for this contract.

The proposer must include in its DB participation submittal that it meets the requirements set forth in the Commission's DB Requirements - Appendix D. In particular, the proposer shall address the section of the DB Requirements labeled, "Actions Required by Proposer during the procurement/consultant selection phase". In addition, the DB participation submittal shall indicate the amount of DB participation incurred in the proposal in terms of dollars committed or percentage of total contract amount.

II-3 Cost Submittal.

The information requested in this section shall constitute your cost submittal. **THE COST SUBMITTAL SHALL BE PLACED IN A SEPARATE SEALED ENVELOPE WITHIN THE SEALED PROPOSAL AND ON A CD-ROM OR FLASH DRIVE, SEPARATE FROM THE TECHNICAL SUBMITTAL.**

Proposers should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Proposers should direct in writing to the Issuing Office pursuant to Part I-10, Questions and Answers of this RFP any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

Appendix E – Cost Submittal (Required Services, Tab 1) should be completed indicating the rate per applicant fee for all tasks based on the itemized categories listed on that Tab.

Appendix E – Cost Submittal (Optional Services, Tab 2) should be completed indicating the rate per applicant fee for all tasks based on the itemized categories listed on that Tab.

Appendix E – Cost Submittal (Rate by States, Tab 3) if rates vary per state, complete Cost Submittal (Rate by State, Tab 3), include any details on varied rates.

The selected Proposer shall only perform work on the Contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice of Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under the Contract. Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal shall be (a) timely received from a Proposer; and (b) properly signed by the Proposer.

III-2. Technical Nonconforming Proposals. The two (2) Mandatory Responsiveness Requirements set forth in Section III-1 above (a&b) are the only RFP requirements that the Commission will consider to be non-waivable. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in the proposal, (2) allow the Proposer to cure the nonconformity, or (3) consider the nonconformity in the evaluation of the proposal.

III-3. Proposal Evaluation. Proposals will be reviewed, evaluated, and rated by a Technical Evaluation Team (TET) of qualified personnel based on the evaluation criteria listed below. The TET will present the evaluations to the Professional Services Procurement Committee (PSPC). The PSPC will review the TET's evaluation and provide the Commission with the firm(s) determined to be highly recommended for this assignment.

The Commission will select the most highly qualified firm for the assignment or the firm whose proposal is determined to be most advantageous to the Commission by considering the TET's evaluation and the PSPC's determination as to each firm's rating. In making the PSPC's determination and the Commission's decision, additional selection factors may be considered taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances. Additional selection factors may include, when applicable, the following: geographic location and proximity of the firm, firm's Pennsylvania presence or utilization of Pennsylvania employees for the assignment; equitable distribution of work; diversity inclusion; and any other relevant factors as determined as appropriate by the Commission.

Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-4. Evaluation Criteria. The following criteria will be used, in order of relative importance from the highest to the lowest, in evaluating each proposal:

1. Proposer and Personnel Qualifications and Experience
 - a. Proposer's relevant experience and expertise in conducting pre-employment background screening services as it relates to the requirements discussed in Part IV of this RFP.
 - b. Qualifications, experience and competency of professional personnel who will be assigned to the contract by the Proposer including tenure with firm, length of time in the industry and type of experience.
 - c. Financial ability of the Proposer to undertake a project of this size.
 - d. Response of references if the Commission elects to solicit them.

2. Approach
 - a. Understanding of the Commission's needs and scope of work.
 - b. Soundness of proposed approach, methodology, and deliverables for conducting pre-employment background screening services as it relates to the requirements discussed in Part IV of this RFP.
 - c. Response to Part V – Questionnaire of this RFP and methods for managing the service/project.
 - d. Responsiveness to the Commission's desire for expeditious timeline for completion.
 - e. Quality, completeness and applicability of sample deliverables provided.
 - f. Responsiveness, organization, and clarity of Proposal.
3. Cost.

While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.
4. Commitment to Diversity and Inclusion. This refers to the inclusion of DB firms, as described in Part II-2. Participation may be measured in terms of total dollars committed or percentage of total contract amount to certified DB firms.

PART IV

WORK STATEMENT

IV-1. Objectives.

a. General. The Commission is soliciting proposals from qualified pre-employment background screening service providers to perform services for a one-year term, beginning February 1, 2018. The proposal will include the option of up to three (3), one year renewal terms.

b. Specific. The Commission is soliciting proposals from qualified pre-employment screening service providers that are competitively priced. The provider must be able to perform all Required Service Categories and all Optional Service Categories within the specified time constraints. The provider must perform the services effectively and efficiently.

IV-2. Nature and Scope of the Project.

Background:

The Pennsylvania Turnpike Commission is an instrumentality of the Commonwealth of Pennsylvania.

The Pennsylvania Turnpike is a key transportation route within the Commonwealth of Pennsylvania and a vital link in the network of the eastern United States. The Pennsylvania Turnpike is 552 miles in length with 68 fare collection facilities, 17 service plazas, 1 welcome center, 22 maintenance buildings, 8 police barracks and 5 tunnels. For more information, go to www.paturnpike.com.

Currently, there are over 2,000 full time/regular employees of the Commission who work in over 110 locations, including three administrative offices: the Central Administration Office in Middletown, PA, the Eastern Regional Office in King of Prussia, PA and the Western Regional Office in New Stanton, PA.

On average, the Commission hires approximately 150-200 full time/regular employees per calendar year. All full time/regular employees must successfully complete a pre-employment background screening before a formal employment offer is made. This screening includes the “Required Service Categories” for all employees (Social Security Number Trace, Residence History, Federal Criminal Background Search, Pennsylvania Statewide Criminal Background Search, and Prior Employment Verification). Approximately fifty percent (50%) of newly hired employees will also be required to successfully complete certain “Optional Service Categories” (Professional Reference Checks and Educational Degree Verifications). All other “Optional Service Categories” are performed on an “as-needed” basis.

IV-3. Requirements/Tasks.

The proposed pre-employment background screening service plan must include the ability to complete all services as noted in Appendix E (Cost Submittal). The turnaround time to complete all services for each applicant should be three (3) business days (in no case to exceed a maximum of five (5) business days. However, the Commission will accept an extended timeframe as a result of limitations of the Pennsylvania State Police Portal, or comparable out-of-state methods, provided that the vendor will provide notification of such delays in the form of a status update, in a timely manner).

The plan must allow for ordering of the services by the Commission to be done electronically. The plan must allow for the transmission of results for all services to be completed electronically. The proposal should include a description of all methods used for ordering and transmission of results.

The plan must include customer service assistance by the provider at a minimum during the regular business hours of the Commission (8:00am EST to 5:00pm EST).

The plan must include monthly billing, with accompanied statements, which will clearly indicate the services which were provided, per applicant.

The chosen vendor must provide efficient implementation of the required services and optional services as part of its ordering system to allow for ordering of pre-employment screening services to commence immediately following contract execution. The vendor must provide timely, efficient and accurate processing of orders. Customer Service personnel should be readily accessible throughout the implementation, as well as to respond to inquiries in a timely manner throughout the course of the contract. Billing should be supplied in a timely manner and should accurately reflect the services performed and the contracted prices for all services.

IV-4. Reports.

The chosen vendor shall provide timely and accurate reports, available electronically, that include the results of each pre-employment background screening. Reports shall include results of successfully completed background screenings, as well as those that could not be completed. Additional information regarding attempts made at contacting references, institutions, details of orders that are “in process” etc. must be included in each report, along with providing an explanation for any service that could not be completed. Search capabilities must be included in the ordering system to allow the Commission to perform searches based on date, applicant name, screening type, etc.

Billing statements should include detail for each applicant including name, date ordered and an itemized listing of all background screening services provided (with the cost associated with each service).

PART V
QUESTIONNAIRE

1) COMPANY BACKGROUND

Please include specific information regarding your company, such as:

- a) Years in pre-employment screening service business.
- b) Number of clients for pre-employment screening services.
- c) Company financial information and ratings. **Please include the following (at a minimum):**
 - Method of Business Organization (Sole Proprietor, LLP, LLC, Corporation, etc.)
 - Private or Publicly Held
 - Company's Annual Revenue
 - Current credit rating as determined by one (or more) of the following agencies: A. M. Best, DBRS, Dun & Bradstreet, Standard & Poor's, Moody's or Fitch Ratings
- d) Explain what differentiates you from your competitors.

2) CUSTOMER SERVICE

- a) Include information regarding location, days, hours of operation.
- b) Include information on the number of customer service staff available to process orders.
- c) Include information on response-time standards you adhere to when responding to inquiries.

3) ORDER PROCESSING

- a) Describe your system used for entering and processing orders, along with its key features and capabilities. Include information regarding system security.
- b) Provide statistical data relative to turn-around time, including average turn-around time and maximum turn-around time.
- c) Provide explanation of any planned system changes and any proposed effect on order processing under your proposal.
- d) Explain the format in which the status of orders and background screening results are provided, such as:
 - Can results be viewed while the order is still in process, or after completion of orders
 - What details are provided in the background screening results (ex. number of attempts to contact, contact information used to verify screening method, incomplete results, etc.)
 - Explain your standard procedure for the number of attempts you will make to reach a professional reference, employer, etc. Is this negotiable
- e) Explain any guarantees you offer for accuracy and timeliness of search results
- f) Explain what reporting/search capabilities are available in your system

4) BILLING

- a) Describe your preferred method of billing
- b) Describe what detail is provided in your billing for each applicant or background screening performed

5) DOCUMENTS

Please provide the following sample documents as part of your submission:

- “Authorization for Release of Information” form
- Print-out of your order form
- Print-out of background screening results that would be typical for an applicant
- Billing Statement

Proposer Questions		Pennsylvania Turnpike Commission (PTC)			
		Proposer Name:			
#	Page	Section	Section Description	Proposer Question	Commission Response
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

APPENDIX B – PROPOSAL COVER SHEET
Pennsylvania Turnpike Commission
PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES
RFP #17-10380-7732

Enclosed in three separately sealed submittals is the proposal for the Proposer identified below for the above referenced RFP:

Proposer Information:	
Proposer Name	
Proposer Mailing Address	
Proposer Website	
Proposer Contact Person/Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's Email Address	
Proposer Federal ID Number	
Location of Headquarters	
Location of Office(s) Performing the Work	
Listing of all Pennsylvania Offices and Total Number of Pennsylvania Employees	

Submittals Enclosed and Separately Sealed:

<input type="checkbox"/> Technical Submittal <input type="checkbox"/> Diverse Business Participation Submittal <input type="checkbox"/> Cost Submittal
Signature
Signature of an official authorized to bind the Proposer to the provisions contained in the Proposer's proposal: _____
Print Name
Title

An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs this Proposal Cover Sheet and the Proposal Cover Sheet is attached to the proposal, the requirement will be met.

APPENDIX C

INSURANCE SPECIFICATION "C" MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

Before starting any work and until completion and final payment is made for the work, or final acceptance of the work, the Contractor will provide and maintain the following minimum levels of insurance at Contractor's own expense. The cost of the required insurance shall be included in the Contractor's cost proposal and no adjustment shall be made to the contract price on account of such costs. Contractor shall furnish Certificates of Insurance showing the effective date of coverage as outlined below. No work may be performed until the required evidence of Insurance is provided in accordance with the terms of the contract. Contractor shall be responsible for ensuring that all Subcontractors hired by the Contractor are properly insured. Contractor shall not permit any such Subcontractors to start work until such evidence has been provided to the Contractor.

- a) All insurance shall be procured from insurers permitted to do business in the State in which the project is taking place and having an A.M. Best Rating of at least "A-, Class VIII".
- b) Contractor shall not have a Self Insured Retention (SIR) on any policy greater than \$50,000, which is the responsibility of the Contractor. If Contractor's policy(ies) has a Self Insured Retention exceeding this amount, approval must be received from the Commission prior to starting work. In the event any policy includes an SIR, the Contractor is responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be offered within the SIR amount(s).
- c) All insurance required herein, except for Professional Liability Insurance, shall be written on an "occurrence" basis.
- d) The Contractor's insurance carrier(s) shall agree to provide at least thirty (30) days prior written notice to the Commission in the event coverage is canceled or non-renewed, unless cancellation is for non-payment of premium. In the event of cancellation or non-renewal of coverage(s) for any reason, it is the Contractor's responsibility to replace coverage to comply with the Contract requirements so there is no lapse of coverage for any time period.

If the insurance carriers will not issue or endorse their policy(s) to comply with the above it is the responsibility of the Contractor to report any notice of cancellation or non-renewal at least thirty (30) days prior to the effective date of this notice.

- e) Contractor shall provide the Commission with Certificates of Insurance, showing the insurance coverages listed below, ten days prior to the start of work of this Project and thereafter upon renewal or replacement of each coverage. The Contractor shall not begin any work until the Commission has reviewed and approved the Certificate of Insurance.

Failure of the Commission to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Commission to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

APPENDIX C

INSURANCE SPECIFICATION "C" MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

Upon completion of the contract, an additional certificate(s) of insurance evidencing coverage shall be provided to the Commission with final application for payment.

- f) The Commission, and its Commissioners, officers, employees and agents shall be added as ADDITIONAL INSUREDS on all required liability policies (except Workers' Compensation and Professional Liability) for ongoing operations and completed operations on a primary noncontributory basis.

The Commission reserves the right to require Contractor to name other parties as additional insureds as required by the Commission.

- g) Waiver of Rights of Subrogation: Contractor shall waive all rights of recovery against the Commission and all the additional insureds for loss or damage covered by any of the required insurance (except Professional Liability).
- h) The amount of insurance in the required coverages shall not be construed to be a limitation of the liability on the part of the Contractor.
- i) The carrying of insurance described below shall in no way be interpreted as relieving the Contractor of any responsibility or liability under the contract.
- j) Any type of insurance or any increase in limits of liability not required by the Commission but which the Contractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- k) Contractor shall promptly notify the Commission and the appropriate insurance company(ies) in writing of any accident(s) as well as any claim, suit or process received by the insured Contractor arising in the course of operations under the contract. The Contractor shall forward such documents received to its insurance company(ies), as soon as practicable, or as required by its insurance policy(ies).

REQUIRED COVERAGES - the following may be provided through a combination of primary and excess policies in order to meet the minimum limits set forth below:

1. Workers' Compensation and Employer's Liability:

Provided in the State in which the work is to be performed and elsewhere as may be required and shall include:

- a) Workers' Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:
 - Bodily Injury by Accident: \$500,000 Each Accident
 - Bodily Injury by Disease: \$500,000 Each Employee
 - Bodily Injury by Disease: \$500,000 Policy Limit

APPENDIX C

INSURANCE SPECIFICATION "C" MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

- c) Includes sole proprietorships and officers of corporation who will be performing the work.
 - d) Where applicable, if the Contractor is lending or leasing its employees to the Commission for the work under this contract, it is the Contractor's responsibility to provide the Workers Compensation and Employer's Liability coverage and to have their policy endorsed with the proper Alternate Employer Endorsement.
2. **Commercial General Liability:**
Provided on standard ISO forms or an equivalent form including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.
- a) Occurrence Form with the following limits:
 - (1) General Aggregate: \$2,000,000
 - (2) Products/Completed Operations Aggregate: \$2,000,000
 - (3) Each Occurrence: \$1,000,000
 - (4) Personal and Advertising Injury: \$1,000,000
3. **Automobile Liability:**
- a) Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto"). If Contractor does not have any Owned Vehicles, Contractor is still required to maintain coverage for Hired and Non-Owned Vehicles as either a stand-alone policy or endorsed onto the Commercial General Liability policy above
 - b) Per Accident Combined Single Limit \$1,000,000
4. **Commercial Umbrella Liability:**
- a) Policy(ies) to apply on a Following Form Basis of the following:
 - (1) Commercial General Liability,
 - (2) Automobile Liability, and
 - (3) Employers Liability Coverage.
 - b) Minimum Limits of Liability
 - Occurrence Limit: \$4,000,000
 - Aggregate Limit (where applicable): \$4,000,000
5. **Professional Liability:**
- a) Minimum Limits of Liability
 - Per Claim Limit: \$2,000,000
 - Aggregate Limit: \$2,000,000
 - b) The Definition of "Covered Services" shall include the services required in the scope of this contract.
 - c) If Professional Liability coverage is written on a claims made form the following requirements will apply:

APPENDIX C

INSURANCE SPECIFICATION "C" MINIMUM INSURANCE REQUIREMENTS

The Pennsylvania Turnpike Commission

- 1) The retroactive date must be on or before the start of work under this contract;
- 2) The Contractor must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three (3) years after the completion of their work/final payment.

6. Cyber & Privacy:

- a) Contractor shall maintain coverage for third party liability arising out of breach of privacy, inclusive of confidential and proprietary business information, HIPAA violations and other breaches of personally identifiable information and/or protected health information that may arise from their work with this contract.
- b) Minimum Limits of Liability:

Per Claim:	\$2,000,000
Aggregate:	\$2,000,000
- c) Privacy Breach Notification and Credit Monitoring: \$250,000 Per Occurrence

APPENDIX D

Pennsylvania Turnpike Commission DIVERSE BUSINESS (DB) REQUIREMENTS

Diverse Business Participation. The Commission is committed to Diverse Business (DB) participation on competitive contracting opportunities. Firms or entities that have not previously performed work or provided services to the Commission are encouraged to respond to the solicitations. RFPs may include DB participation as part of the criteria for the evaluation of proposals, and the Commission may consider DB participation as a selection factor.

Minimum Participation Level (MPL). The minimum participation level (MPL) for the inclusion of DBs will be established in the RFP/advertisement as a percentage.

(a) General Requirements. Section 303 of Title 74 of the Pennsylvania Consolidated Statutes, 74 Pa.C.S. § 303, requires proposer on contracts funded pursuant to the provisions of Title 74 (Transportation) and 75 (Vehicle Code) administered and issued by the Commission to make Good Faith Efforts to solicit subconsultants that are Diverse Businesses (DBs) as defined in Section 303. The DB requirements of Section 303 apply to this contract.

Section 303 requires proposers to make Good Faith Efforts, as described below, to solicit subconsultants that are DBs during the proposal process to maximize participation of DBs in competitive contracting opportunities.

The Commission is committed to participation by DBs and will enforce the requirements of Section 303 and this section. Failure to make Good Faith Efforts and demonstrate such Good Faith Efforts in the solicitation of subconsultants may result in the proposer being declared ineligible for the contract.

Proposers shall document and submit to the Commission all Good Faith Efforts, as described in this section, to solicit subconsultants that are DBs during the solicitation process.

Proposers are encouraged to utilize and give consideration to consultants offering to utilize DBs in the selection and award of contracts.

Proposers shall not discriminate on the basis of gender, race, creed or color in the award and performance of contracts in accordance with 62 Pa.C.S. §3701.

Failure to comply with the requirements of Section 303 or this specification may result in the imposition of sanctions as appropriate under section 531 of the Procurement Code, 62 Pa.C.S. § 531 relating to debarment and suspension.

The Commission's Director of the Office of Diversity and Inclusion, or designee, is designated the Responsible Official who shall supervise the DB program and ensure that the Commission complies with the DB program.

(b) Definitions. The following definitions apply to terms used in this specification:

1. Disadvantaged Business – A business that is owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial, social, ethnic prejudice or cultural bias.

2. Diverse Business – A disadvantaged business, minority-owned or women-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified by a third-party certifying organization.

3. Minority-owned Business – A business owned and controlled by a majority of individuals who are African Americans, Hispanic Americans, Native Americans, Asian Americans, Alaskans or Pacific Islanders.

4. Professional Services – An industry of infrequent, technical or unique functions performed by independent contractors or consultants whose occupation is the rendering of the services, including: (1) design professional services as defined in 62 Pa.C.S. § 901 (relating to definitions); (2) legal services; (3) advertising or public relations services; (4) accounting, auditing or actuarial services; (5) security consultant services; (6) computer and information technology services; and (7) insurance underwriting services.

5. Pro Forma Effort-The act of completing a form or document identifying efforts to solicit DBs for a project in order to satisfy criteria with little or no expectation that the DBs contacted or identified will perform any of the work.

6. Service-Disabled Veteran-Owned Small Business – A business in the United States which is independently owned and controlled by a service-disabled veteran(s), not dominant in its field of operation, and employs 100 or fewer employees.

7. Subconsultant- Any individual, partnership, firm, or corporation entering into a contract with the prime consultant for work under the contract, including those providing professional and other services.

8. Third-party Certifying Organization – An organization that certifies a small business, minority-owned business, women-owned business or veteran-owned small business as a diverse business. The term includes: (1) the National Minority Supplier Development Council; (2) the Women’s Business Development Enterprise National Council; (3) the Small Business Administration; (4) The Department of Veteran Affairs; (5) the Pennsylvania Unified Certification Program.

9. Veteran-owned Small Business –A small business owned and controlled by a veteran or veterans.

10. Women-Owned Business – A business owned and controlled by a majority of individuals who are women.

(c) Actions Required by Proposer during the procurement/consultant selection phase

1. Submission Requirements – Consultant Responsiveness.

- a. **Minimum Participation Level (MPL) Documentation** - If the documentation submitted with the proposal demonstrates that the proposer has identified DBs sufficient to meet the MPL established for this contract, the proposer will be deemed to have satisfied the DB requirement during this phase. The proposer is required to provide the business name and business address of each DB and supporting documentation that includes proof of certification.

If the consultant’s proposal demonstrates the consultant’s inability to meet the MPL established for this contract, the proposer shall demonstrate Good Faith Efforts with its proposal. Failure to submit the required documentation demonstrating Good Faith Efforts as further described below with the proposal may result in a rejection of the proposal.

- b. If no MPL has been established for this contract, the proposer is required to either provide a statement of intent that it will self-perform 100% of the work for the agreement, or demonstrate Good Faith Efforts to solicit subconsultants that are DBs.

In either case documentation shall be provided with the proposal.

Failure to submit the required information identified above with the proposal may result in a rejection of the proposal.

2. Good Faith Effort Requirements: The documentation of Good Faith Efforts must include the business name and business address of each DB considered. Supporting documentation must also include proof of certification and any explanation of Good Faith Efforts the proposer would like the Commission to consider. Any services to be performed by a DB are required to be readily identifiable to the agreement. Good Faith efforts are demonstrated by seeking out DB participation in the project given all relevant circumstances. The Commission requires the proposer to demonstrate more than Pro Forma Efforts. Evidence of Good Faith Efforts includes, but is not limited to:

- a. Consultant solicits through all reasonable and available means the interest of all certified DBs with the capacity to perform the scope of work set forth in the agreement.
- b. The proposer must provide written notification at least 5 business days before proposals are due to allow the DBs to respond to the solicitation.
- c. The proposer must determine with certainty if DBs are interested by taking appropriate steps to follow up initial solicitations.
- d. The proposer must make efforts to select portions of the work to be performed by DBs to include, where appropriate, breaking out contract work into economically feasible units to facilitate DB participation;
- e. It is the proposer's responsibility to make a portion of the work available to DBs and, to select those portions of the work, so as to facilitate DB participation.
- f. The proposer shall provide evidence of such negotiations that include the names, addresses, and telephone numbers of DBs considered; A description of the information provided regarding the required work and services for the work selected for subconsultants; and evidence as to why additional agreements could not be reached for DBs to perform the work.
- g. Proposers cannot reject or withhold solicitation of DBs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- h. The DB's standing within its industry, membership in specific groups, organizations or associations and political or social affiliations (for example union v. non-union employee status) are not legitimate causes for the rejection or non-solicitation of proposals in the proposer's efforts to meet the Good Faith Efforts requirement.
- i. Efforts to assist interested DBs in obtaining bonding, lines of credit or insurance.

3. Actions Taken by the Commission. As part of the proposal review process, the Commission will review the submissions to determine whether the proposer has complied with Section 303 and this requirement in the selection of DB subconsultants. The Commission will determine whether the proposer has either met the MPL or provided acceptable documentation as noted above. The Commission reserves the right to contact proposers for clarification during the review and negotiation process.

If the Commission determines that the proposer has failed to either meet the MPL or provide acceptable documentation as noted above, the proposal may be rejected.

(d) Consultant Requirements During Performance of Services.

1. Replacement of a DB Subconsultant. Consultant must continue good faith efforts through completion of the contract. The obligation to make Good Faith Efforts to solicit subconsultants for any

type of service extends to additional work required for any service which is identified to be performed by a DB. If at any time during the performance of the work, it becomes necessary to replace or add a subconsultant that is a DB, the consultant, as appropriate, shall immediately notify the Commission and seek approval in writing in accordance with the Agreement of the need to replace the DB, which notice shall include the reasons for the replacement. If a prime consultant who originally indicated that it would self-perform all work subsequently decides to use a subconsultant for any work under the contract, the consultant must submit documentation of all Good Faith Efforts as to the work for which a subconsultant is obtained.

2. Records. Maintain project records as are necessary to evaluate DB compliance and as necessary to perform the reporting function addressed below. Maintain all records for a period of 3 years following acceptance of final payment. Make these records available for inspection by the Commission, its designees or agents. These records should indicate:

2.a. The number of DB and non-DB subconsultants and the type of services performed on or incorporated in this project.

2.b. The progress and efforts made in seeking out DB subconsultant organizations and individual DB consultants for work on this project to increase the amount of DB participation and/or to maintain the commitments made at the time of the proposal to DBs.

2.c. Documentation of all correspondence, contacts, telephone calls, and other contacts made to obtain the service of DBs on this project.

3. Reports. Maintain monthly reports and submit reports as required by the Commission concerning those contracts and other business executed with DBs with respect to the records referred to in subsection (e)2. above in such form and manner as prescribed by the Commission. At a minimum, the Reports shall contain the following:

3.a The number of Contracts with DBs noting the type of services provided, including the execution date of each contract.

3.b The amounts paid to each DB during the month, the dates of payment, and the overall amounts paid to date. If no payments are made to a DB during the month, enter a zero (\$0) payment.

3.c Upon request and upon completion of individual DB firm's work, submit paid invoices or a certification attesting to the actual amount paid. In the event the actual amount paid is less than the award amount, a complete explanation of difference is required.

4. Subconsultant Contracts

4.a. Subcontracts with DB firms will not contain provisions waiving legal rights or remedies provided by laws or regulations of the Federal Government or the Commonwealth of Pennsylvania or the Commission through contract provisions or regulations.

4.b. Prime consultant will not impose provisions on DB subconsultants that are more onerous or restrictive than the terms of the prime's contract with non-DBs.

4.c. Executed copies of subcontracts/purchase orders are to be received by the Commission before the commencement of work by the DB.

5. Payments to DB Subconsultants. Payments to DBs are to be made in accordance with the prompt payment requirements of Chapter 39, Subchapter D of the Procurement Code, 62 Pa.C.S. §3931 et seq. Performance of services by a DB subconsultant in accordance with the terms of the contract entitles the subconsultant to payment.

(e) Actions to be Taken by Commission After Performance of Services. Following completion of the Consultant's services, the Director of the Commission's Office of Diversity and Inclusion or his/her designee will review the overall DB participation to assess the Consultant's compliance with Section 303 and this contract. Appropriate sanctions may be imposed under 62 Pa.C.S. § 531 (relating to debarment or suspension) for a Consultant's failure to comply with Section 303 and the requirements of the contract.

APPENDIX E - Cost Submittal**RFP 17-10380-7732****Proposer Name -****COST BREAKDOWN - Itemize to show the following for each category:**

	REQUIRED SERVICES - to be included for every new-hire applicant for pre-employment screenings:	Rate Per Applicant
1	Social Security Number Trace - Yields names/addresses associated with the supplied social security number.	
2	Federal Criminal Background Search - Results should include all federal district courts, for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses within the past 7 years.	
3	Pennsylvania – Statewide Criminal Background Search - Results for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses only, from all PA court records.	
4	Prior Employment Verification - Verification of prior employment dates and including questions relating to whether applicant is eligible for rehire, basic performance, etc. Results should include a maximum of 10 years of prior employment, not to exceed verification of 3 prior employers per applicant.	
5	Residency History Verification - Verification of prior residence, including dates at each residence. Results should include a minimum of 7 years of residency.	
6	Residency History Verification - Verification of prior residence, including dates at each residence. Results should include a minimum of 7 years of residency.	
7	Total Cost of all “Required Service” categories above, per applicant.	\$0.00

APPENDIX E - Cost Submittal

RFP 17-10380-7732

Proposer Name -

COST BREAKDOWN - Itemize to show the following for each category:

	Optional Services - Services will be ordered on an as-needed basis, not required for every applicant.	Rate Per Applicant
1	Professional Reference Checks – Rate per applicant for three (3) reference checks. (When ordered, reference checks will include a total of three (3) references. Results will include basic questions related to references’ professional relationship to applicant and knowledge of applicant’s strengths/weaknesses and work performance.	
2	Educational Degree Verification - Rate for verification of completion of a diploma or degree from one institution – high school, post-secondary, trade school, etc.	
3	International Degree Verification - Rate for verification of completion of a diploma or degree from one institution located outside of the United States.	
4	License Verification - Rate for verification of one professional license or certification (example: CPA)	
5	Out-of-State Criminal Background Search - All Names/All Counties – Results for all names listed in results of Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only, from all counties within a specified state other than Pennsylvania. If rates vary per state, using Appendix C - Cost Submittal (Rate by State, Tab 3) , include detail on varied rates.	
6	Out-of-State Criminal Background Search - All Names/One County – Results for all names listed in results of Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only, from one county within a specified state other than Pennsylvania. If rates vary per state, using Appendix C - Cost Submittal (Rate by State, Tab 3), include detail on varied rates.	
7	Additional Employer Verification - Verification of one prior employer. This optional service will be used when the results of the required prior employment verification above yields either no results for an employer, or incomplete results.	
8	Additional Professional Reference Check - Results will include one professional reference check. This optional service will be utilized when any of the results of the professional reference checks in 2(a) above yield no results.	
	Pennsylvania Statewide Reference Check for Current Employees or New-Hire Employees - Results for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses only, from all PA court records.	

APPENDIX E - Cost Submittal

RFP 17-10380-7732

Proposer Name -

COST BREAKDOWN -Out-of-State Criminal Background Search Rate By States:

STATE	Rate Per State	All Names/All Counties	All Names/One Counties
Alabma			
Alaska			
Arizona			
Arkansas			
California			
Colorado			
Connecticut			
Delaware			
Florida			
Georgia			
Hawaii			
Idaho			
Illinois			
Indiana			
Iowa			
Kansas			
Kentucky			
Louisiana			
Maine			
Maryland			
Massachusetts			
Michigan			
Minnesota			
Mississippi			
Missouri			
Montana			
Nebraska			
Nevada			
New Hampshire			
New Jersey			
New Mexico			
New York			
North Carolina			
North Dekota			
Ohio			
Oklahoma			
Oregon			
Rhode Island			
South Carolina			
South Dekota			
Tennessee			
Texas			
Utah			
Vermont			
Virginia			
Washington			
West Virginia			
Wisconsin			
Wyoming			
Washington DC			

Addendum No. 1

RFP #17-10380-7732

PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

REVISION

1. Replace Exhibit E – Cost Submittal in its entirety with the revised Exhibit E – Cost Submittal – Addendum #1 05-03-2017 provided as attached to this Addendum.

QUESTIONS AND ANSWERS

Following are the answers to questions submitted in response to the above referenced RFP as of April 26, 2017. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

Proposer Questions			Pennsylvania Turnpike Commission (PTC)		
			PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES		
#	Page	Section	Section Description	Proposer Question	Commission Response
1.	N/A	N/A	N/A	What is your estimated budget for this project?	That information will not be provided. Please provide costs for services in accordance with the requirements of the RFP.
2.	N/A	N/A	N/A	Will preference be given to providers that are accredited (not just a member) by the National Association of Professional Background Screeners (NAPBS)?	All proposals will be reviewed and evaluated based on the RFP, Part III, Criteria for Selection.
3.	2	I-13	Proposals	The RFP states that all requested documents are to be submitted on CD-ROM or flash drive in Microsoft Office or Microsoft Office-compatible format. Is PDF format acceptable?	Providing the information in a PDF format is acceptable.

Proposer Questions		Pennsylvania Turnpike Commission (PTC)			
		PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES			
#	Page	Section	Section Description	Proposer Question	Commission Response
4.	Page 1 of Appendix E	Appendix E – Cost Submittal	Required Services – Items 5 and 6	Items 5 and 6 are duplicated (residency history verification). Is this an error?	See Revision #1 above.
5.	Page 1 of Appendix E	Appendix E – Cost Submittal	Required Services – Item 2	The RFP states that results for all names are wanted in the Federal Criminal and Pennsylvania Statewide Criminal Searches. You currently decide on a case-by-case basis if maiden/alias names are to be searched. Do you prefer to continue this case-by-base process? If so, do you want cost per name pricing, or flat rate pricing inclusive of all names (regardless of the #) for the PA Statewide and Federal Criminal Search?	See Revision #1 above.
6.	Page 2 of Appendix E	Appendix E – Cost Submittal	Optional Services – Item 9	Can you clarify what is requested in the unnumbered item "Pennsylvania Statewide Reference Check" (below item 8)? Is this the same as the Pennsylvania Statewide Criminal Search (as asked for on page 1 of appendix E)? If so, do you want cost per name pricing, or flat rate pricing inclusive of all names (regardless of the #)?	See Revision #1 above.
7.	Page 2 of Appendix E	Appendix E – Cost Submittal	Optional Services – Item 5	Do you prefer a price per name per statewide criminal search, or a flat rate price inclusive of all names per state? Please note that a New York statewide alone is close to \$70 and a price to include ALL names would be very high.	We prefer pricing broken down on an all names/statewide basis (where applicable), and a per name, county price.
8.	Page 2 of Appendix E	Appendix E – Cost Submittal	Optional Services – Item 6	Do you prefer pricing for one county and all names, or pricing to also include all counties outside of Pennsylvania?	See Revision #1 above.

Proposer Questions		Pennsylvania Turnpike Commission (PTC)			
		PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES			
#	Page	Section	Section Description	Proposer Question	Commission Response
9.	Page 1 and 2 of Appendix E	Appendix E – Cost Submittal	Required Services - Item 4, Optional Services – Items 2, 3, 7	How do you prefer to see pricing for outsourcing fees for employment and education verifications? Can there be a disclaimer stating if a verification is outsourced, there will be a fee range, or do you want to see a price inclusive of outsourcing fees, meaning you will never see an additional fee, but the price per verification would be higher?	We understand that additional outsourcing fees may be incurred. However, outsourcing fees should not be included as a part of the cost submittal.
10	12	IV-2	Nature and Scope of Project	Based on residence history, will county criminal search be performed if an identified address falls outside the State of PA? or will a state search be performed for that applicable state?	Depending on case and availability of information, we prefer state search, and county search only when it is cost prohibitive.

All other terms, conditions and requirements of the original RFP dated April 7, 2017 remain unchanged unless modified by this Addendum.

APPENDIX E - Cost Submittal - Addendum #1 05-03-17

RFP 17-10380-7732

Proposer Name -

COST BREAKDOWN - Itemize to show the following for each category:

	REQUIRED SERVICES - to be included for every new-hire applicant for pre-employment screenings:	Rate Per Applicant
1	Social Security Number Trace - Yields names/addresses associated with the supplied social security number.	
2	Federal Criminal Background Search - Results should include all federal district courts, for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses within the past 7 years.	
3	Pennsylvania – Statewide Criminal Background Search - Results for all names listed in results of Social Security Number Trace. Results should include misdemeanor and felony offenses only, from all PA court records.	
4	Prior Employment Verification - Verification of prior employment dates and including questions relating to whether applicant is eligible for rehire, basic performance, etc. Results should include a maximum of 10 years of prior employment, not to exceed verification of 3 prior employers per applicant.	
5	Residency History Verification - Verification of prior residence, including dates at each residence. Results should include a minimum of 7 years of residency.	
6	Total Cost of all “Required Service” categories above, per applicant.	\$0.00

APPENDIX E - Cost Submittal - Addendum #1 05-03-2017

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COST BREAKDOWN - Itemize to show the following for each category:

Optional Services - Services will be ordered on an as-needed basis, not required for every applicant.	Rate Per Applicant
<p>1 Professional Reference Checks – Rate per applicant for three (3) reference checks. (When ordered, reference checks will include a total of three (3) references. Results will include basic questions related to references’ professional relationship to applicant and knowledge of applicant’s strengths/weaknesses and work performance.</p>	
<p>2 Educational Degree Verification - Rate for verification of completion of a diploma or degree from one institution – high school, post-secondary, trade school, etc.</p>	
<p>3 International Degree Verification - Rate for verification of completion of a diploma or degree from one institution located outside of the United States.</p>	
<p>4 License Verification - Rate for verification of one professional license or certification (example: CPA)</p>	
<p>5 Out-of-State Criminal Background Search - <u>All Names/Statewide (Where Applicable)</u> – Results for all names listed in results of Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only, from all counties within a specified state other than Pennsylvania. If rates vary per state, using Appendix E - Cost Submittal (Rate by State, Tab 3) , include detail on varied rates.</p>	
<p>6 Out-of-State Criminal Background Search - <u>All Names/One County</u> – Results for all names listed in results of Social Security Number Trace. Results should include court records of misdemeanor and felony offenses only, from one county within a specified state other than Pennsylvania. If rates vary per state, using Appendix E - Cost Submittal (Rate by State, Tab 3), include detail on varied rates.</p>	
<p>7 Additional Employer Verification - Verification of one prior employer. This optional service will be used when the results of the required prior employment verification above yields either no results for an employer, or incomplete results.</p>	
<p>8 Additional Professional Reference Check - Results will include one professional reference check. This optional service will be utilized when any of the results of the professional reference checks in 2(a) above yield no results.</p>	
<p>9 Pennsylvania Statewide Criminal Background Search for Current Employees or New-Hire Employees - Results should include misdemeanor and felony offenses only, from all PA court records.</p>	

APPENDIX E - Cost Submittal - Addendum #1 05-03-2017

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Proposer Name -

COST BREAKDOWN -Out-of-State Criminal Background Search Rate By States:

STATE	All Names/ Statewide (Where Applicable)	All Names/One County
Alabma		
Alaska		
Arizona		
Arkansas		
California		
Colorado		
Connecticut		
Delaware		
Florida		
Georgia		
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kansas		
Kentucky		
Lousiana		
Maine		
Maryland		
Massachusetts		
Michigan		
Minnesota		
Mississippi		
Missouri		
Montana		
Nebraska		
Nevada		
New Hampshire		
New Jersey		
New Mexico		
New York		
North Carolina		
North Dekota		
Ohio		
Oklahoma		
Oregon		
Rhode Island		
South Carolina		
South Dekota		
Tennessee		
Texas		
Utah		
Vermont		
Virginia		
Washington		
West Virginia		
Wisconsin		
Wyoming		
Washington DC		